



**CITY OF SCOTTSDALE  
CAPITAL PROJECT MANAGEMENT**

**REQUEST FOR QUALIFICATIONS**

**CONSTRUCTION MANAGER AT RISK**

**PROJECT No. APT2010**

**AIRFIELD IMPROVEMENTS AT SCOTTSDALE AIRPORT**

**April 22, 2010**

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# STATEMENT OF QUALIFICATIONS

## AIRFIELD IMPROVEMENTS AT SCOTTSDALE AIRPORT

### PROJECT NO. APT2010

The City of Scottsdale is seeking a qualified Construction Manager at Risk (CMAR) to provide design phase assistance and construction services for each phase as the Construction Manager at Risk for Airfield Improvements at the Scottsdale Airport. The total estimated construction cost \$ 15,000,000 for various projects phase over 4 to 5 years. These projects will be 95% funded by the Federal Aviation Administration (FAA); Disadvantage Business Enterprise (DBE) utilization will be required.

#### **SECTION I – PROJECT DESCRIPTION**

The Airfield Improvements will consist of the construction of new and expanded areas of asphalt taxiway connectors, reconstruct existing taxiway and airport aprons, runway safety area drainage facilities, installation of new airfield lighting, signage, pavement markings, and rehabilitation of Runway 3/21 all as depicted in Exhibit 'A'. The construction will occur in multiple phases.

This work is contingent upon grants from the FAA. The CMAR is to provide preconstruction design phase services and to construct the various phases of the project. The City intends to enter into a design phase contract with the CMAR for each of the phased projects. At the end of each design phase, the City also intends to enter into a separate construction contract with the CMAR for construction phase services. The project will be phased consistent with the grant allocations from the FAA.

#### **SECTION II - SCOPE OF WORK**

The CMAR will initially provide agency support for preconstruction design phase services and may continue with a construction contract with the City to construct for one or more phases of the project as FAA grant funding becomes available. At some point during the preconstruction design phase, the CMAR will submit a complete proposal for each phase to assume the risk of delivering the project through a guaranteed maximum price (GMP) contract. If accepted, the CMAR would be responsible for construction means and methods, and will be required to solicit bids from pre-qualified subcontractors to perform the work. The CMAR may also self-perform certain construction work subject to competitive evaluation of cost and ability.

As noted above, construction may occur over several phases, with submission of multiple separate GMPs and construction contracts each with separate Notices to Proceed (NTP). Based on the following seasonal and operational limitations, there may be substantial time delays between issuance of each respective NTP. Definition of the phases, GMP packages and the exact dates for issuance of each NTP will be determined during the pre-construction design phase, but it is anticipated that the first phase of construction is to begin on or about September, 2010. This first phase will most likely involve projects #1 through #6 as listed on Exhibit A.

- A. Preconstruction design phase services by the CMAR may include the following:
- Provide detailed cost estimating and knowledge of marketplace conditions;
  - Provide constructability review and recommendation;
  - Protect the owner's sensitivity to quality, safety, and environmental factors
  - Creation of an approved Construction Safety Plan in accordance with Federal guidelines;

- B. Construction phase services by the CMAR will include:
- Construct Airfield Improvements for each specified phase;
  - Assure that construction activities are limited to areas within the construction envelope fencing;
  - Coordinate with various City of Scottsdale departments, other agencies, utility companies, etc.;
  - Arrange for procurement of materials and equipment;
  - Schedule and manage site operations;
  - Bid, award, and manage all construction related contracts while meeting city requirements for procurement of subcontractor and supplier bids;
  - Provide quality controls;
  - Bond and insure the construction;
  - Address federal, state, county and local permitting requirements;
  - Assist in resolution of airport owner and tenant impacts;
  - Comply with all local, state, and federal environmental obligations and protect storm drains from illicit discharges; and
  - Maintain a safe work site for all project participants.

### **SECTION III – PRE-SUBMITTAL CONFERENCE**

A pre-submittal conference for the Scottsdale Airport Airfield Improvements Construction Manager at Risk will be held on Friday, May 7<sup>th</sup> 2010, at 1:00 P.M. at the Scottsdale Airport Terminal Building. At this meeting, staff will discuss the scope of work, general contract issues and respond to questions from the attendees. As the City staff will not be available to respond to individual inquiries regarding the project scope outside of this pre-submittal conference, it is strongly recommended that interested firms send a representative to the pre-submittal conference.

### **SECTION IV - STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA**

The CMAR will be selected through a qualifications-based selection process. Firms interested in providing CMAR services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

#### **A. Experience and Qualifications of Firm. (30 points)**

1. Provide a general description of the firm and/or team that is proposing to provide construction management services and general construction services. Explain the legal organization of the proposed firm or team. Provide an organization chart showing key personnel.
2. Provide the following information:
  - a. List the Arizona professional and contractor licenses held by the firm/team. Provide the license number and explain if held by an individual or the firm.
  - b. Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract, which resulted in litigation or arbitration within the last three years. Briefly, describe the circumstances and the outcomes.
  - c. If selected as a finalist for this project, you will be required to provide a statement from an A- or better surety company describing the Company's bonding capacity.
  - d. List the company's construction accident/incident rate.
3. Identify at least three comparable projects in which the firm served as either CMAR, agency Construction Manager during design and construction phases (without providing construction services), or General Contractor. Special consideration will be given to CMAR firms that can demonstrate recent, similar successful projects that have included construction of airfield, airside pavements and facilities that required construction inside Airfield Safety Areas. For each project identified, provide the following:

- a. Description of the project
- b. Role of the firm (specify whether CMAR, Construction Manager or General Contractor. If CMAR or General Contractor, identify the percent of work self-performed. Also specify services provided during design phase, i.e. cost estimating, scheduling, value engineering, etc.)
- c. The name of your on-site construction superintendent
- d. Project's original contracted construction cost and final construction cost
- e. Construction dates
- f. Project owner
- g. Reference information (two current names from owner with telephone numbers per project)

If the project identified was either a CMAR or Design/Build Project, provide the following additional information:

- h. The name of the lead design firm with contact name and phone number
- i. The name of your Project Manager during the design phase
- j. The name of your Project Manager during the construction phase
- k. Phase of design at the time your firm became involved (i.e. 30%, 60%, 90%, etc.).

**B. Experience of key personnel to be assigned to this project. (30 points)**

1. Identify all key personnel for the proposed project team. For each key person identified, list their length of time with the firm and at least two comparable projects in which they have played a primary role. If a project selected for a key person is the same as one selected for the firm in answering item A.3 above, provide just the project name and the role of the key person. For other projects provide the following:

- a. Description of project
- b. Role of the person
- c. Project's original contracted construction cost and final construction cost
- d. Construction dates
- e. Project owner
- f. Reference information (two current names from owner with telephone numbers per project)

If the project identified was either a CMAR or Design/Build Project, provide the following additional information:

- g. The name of the lead design firm with contact name and phone number
- h. Phase of design at the time the individual became involved (i.e. 30%, 60%, 90%, etc.).

**C. Understanding of the project and approach to performing the required services. (30 points)**

1. Describe how your firm's project management approach and interaction with the design team will result in a buildable product with a 'fair' construction cost.
2. Describe your firm's project management approach and team organization that will be used during the construction phase of a typical airport CMAR project.
3. Describe your firm's plan for providing construction cost estimates, value engineering, and constructability review at 30-60-90% design phases.
4. Describe your firm's procedures that will be used to provide Final Buyout costs versus Guaranteed Maximum Price (GMP).

5. The sample design phase contract describes a procedure to be followed for providing the City the CMAR Subcontractor Selection Plan. Describe how you intend to implement this plan for both selections by bid and by qualifications.

**D. Overall evaluation of the firm/team and its perceived ability to provide the required services. (10 points)**

This is to be determined by the selection panel members. No submittal response is required.

**SECTION V - SUBMITTAL REQUIREMENTS**

Reply to this request with a digital submittal in Adobe PDF format by uploading your submittal at <http://dropbox.yousendit.com/CityofScottsdale-CapitalProjects>. The subject line of the email **MUST READ: Airfield Improvements- CMAR SOQ.** The RFQ may not reach the Contract administrator if you use incorrect subject line and consequently, City shall not be responsible for not receiving your RFQ. Please email electronic **Statement of Qualifications by 3:00 PM on Wednesday, May 26, 2010.**

Firms interested in the above project should submit a Statement of Qualifications that **includes a one-page cover letter plus a maximum length of 10 pages to address the SOQ criteria (excluding resumes, but must include an organizational chart with names, titles and number of years in that position).** Resumes for each key team member shall be limited to a maximum length of 2 pages and should be incorporated as an appendix at the end of the SOQ.

All submittals should be emailed to:

**Chris Read  
Scottsdale Airport  
15000 N. Airport Drive, Suite 200  
Scottsdale, AZ 85260**

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- Receipt of properly labeled submittal by the specified cut-off date and time.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirement.
- Deposit of submittal in correct location.

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information. Resumes should not include project pictures.

**SECTION VI - SELECTION PROCESS AND SCHEDULE**

All questions must be submitted in writing via email ([cread@scottsdaleaz.gov](mailto:cread@scottsdaleaz.gov)) or fax at (480) 312-8480. The deadline for questions is Friday, May 14, 2010 at 5:00 P.M. Answers will be posted on the RFQ website <http://www.scottsdaleaz.gov/projects/CapitalProjects/RFQ.asp>

A Selection Committee will evaluate each SOQ according to the criteria set forth in Section IV above. The City may perform a due diligence process on the firm(s) receiving the highest evaluation on these SOQs. Finalists may be short-listed and invited to participate in detailed interviews at the option of the City. An interview invitation letter will provide the evaluation criteria to be used.

At the conclusion of the selection process, each of the rated elements for each firm will be evaluated to determine the best qualified for the project. The City will enter into negotiations with the selected firm and execute a contract upon completion of negotiation of fees and contract terms and City Council approval.

The following tentative schedule has been prepared for this project:

<b>Pre-Submittal Conference</b>	<b>5/7/10</b>
<b>Deadline for Questions (Must be Submitted in Writing)</b>	<b>5/14/10</b>
<b>SOQs due</b>	<b>5/26/10</b>
<b>If Short-listed, Anticipated Interviews</b>	<b>6/9/10</b>
<b>Firms notified of selection</b>	<b>6/11/10</b>
<b>Scope meeting (phase 1 design)</b>	<b>6/15/10</b>

If the City is unsuccessful in negotiating a contract with the best-qualified firm, the City may then negotiate with the second or third most qualified firm until a contract is executed, or may decide to terminate the selection process.

## **SECTION VII – DBE QUALIFICATIONS CRITERIA**

This project is federally funded for both design and construction phases and is subject to the requirements of the federal U.S. Department of Transportation Disadvantaged Business Enterprise (DBE) Program. The City encourages the utilization of eligible DBE firms, where possible, in all phases of this contract.

A minimum Disadvantaged Business Enterprise (DBE) goal will be determined by the City as follows:

- The construction phase DBE goals will be assessed during the design phase when sufficient detail of the project can be itemized for goals to be determined.

Submittal of a response to this request constitutes a commitment to adhere to all DBE Program requirements, including but not limited to, meeting all subsequent DBE participation goals established for the construction phase of the contract

## **SECTION VIII – CONTRACT FORMAT, INDEMNIFICATION & INSURANCE REQUIREMENTS**

The City of Scottsdale requires the selected firm execute a CMAR Preconstruction Design Phase Services Contract and a Construction Phase contract. Copies of the basic format of these two contracts can be found on the City's Capital Project Management Website at: [www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/CM@RiskDesign.pdf](http://www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/CM@RiskDesign.pdf)

[www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/CM@RiskConstruction.pdf](http://www.scottsdaleaz.gov/Assets/Public+Website/projects/Capital+Projects/CM@RiskConstruction.pdf)

This sample boilerplate contract has been included to provide prospective bidders with a general feel for what will be expected of them with regards to the general provisions of the contracts (i.e. insurance requirements, etc.). Final language regarding the scope of work, cost and project timeline will be added to the boilerplate contract after the negotiation process has been completed.

The City's indemnification and Insurance language is included in these sample contracts. Submission of your Request for Qualifications shall indicate your firm's ability and agreement to execute Scottsdale's CMAR contract. Questions shall be addressed prior to submittal in writing.

## **SECTION IX – GENERAL INFORMATION**

**City Website.** This CMAR Request for Qualifications will listed on the City's web site. The address is: <http://www.scottsdaleaz.gov/projects/CapitalProjects/RFQ.asp>

**Instructions.** The City of Scottsdale shall not be held responsible for any oral instructions.

**City Rights.** The City of Scottsdale reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. Further, all phases of the Airfield Improvements are subject to FAA grant funding availability, and grant acceptance by the City of Scottsdale and Scottsdale Airport.

**Release of Project Information.** The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.

**Contact with City Employees.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Executive Directors, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

**Contact with Airport's Engineering and Consulting Firms.** All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who is employed by Wilcox Engineering or Coffman Associates. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process.

**Non-Collusion Affidavit:** All firms submitting proposals must submit a non-collusion affidavit in a form set forth in Exhibit B. Any firm that fails to provide this form with their proposal will be disqualified.

**Questions:** Questions pertaining to the consultant selection process or contract issues should be directed to Chris Read at (480) 312-2674.



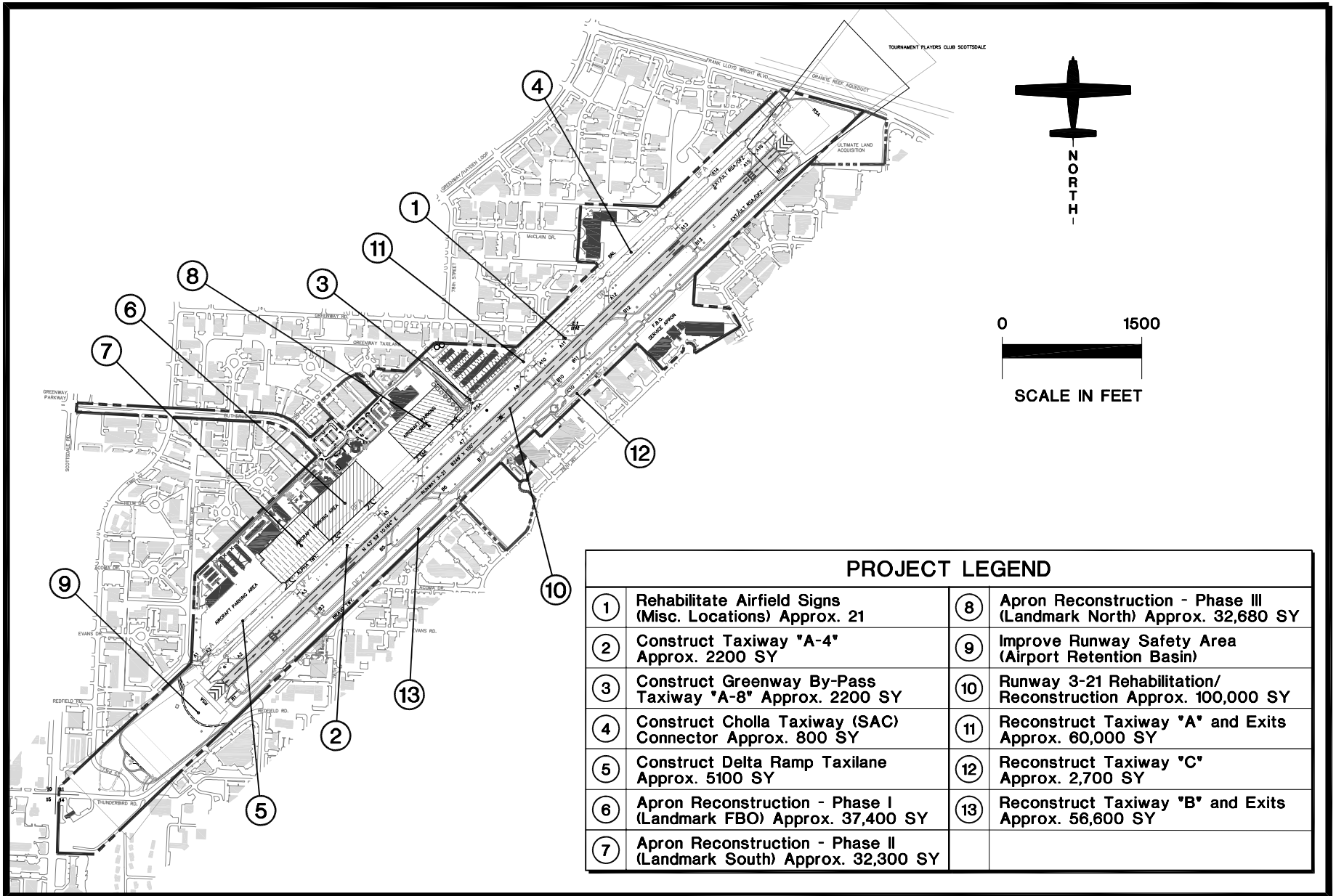


EXHIBIT A  
SCOTTSDALE AIRPORT  
CONSTRUCTION MANAGER AT RISK (CMAR)  
PROJECT SKETCH

**EXHIBIT B  
NON-COLLUSION PROPOSAL AFFIDAVIT**

STATE OF ARIZONA                     )  
  )ss.  
County of Maricopa                    )

I, \_\_\_\_\_, of the City of \_\_\_\_\_, in the County of \_\_\_\_\_ and the State of \_\_\_\_\_, being of legal age, and being first duly sworn, upon my oath depose and say that:

I am \_\_\_\_\_, (name) I am the \_\_\_\_\_ (title, position, etc.) for the firm of \_\_\_\_\_, a Proposer submitting a Request for Qualifications (RFQ) to the City of Scottsdale, for the CMAR contracts for the Airfield Improvements at Scottsdale Airport Project No. APT2010 and that I executed the said RFP with full authority so to do; that as a Proposer, I have not, directly or indirectly entered into any agreement, participated in any collusion, entered into any kind of an agreement whatsoever, oral or written, whereby different proposers on any project for the City agree either as to who is to be the low bidder, or as to the amount of any bid or any part of any bid, or otherwise taken any action in restraint of free, competitive bidding, disclosed the amount(s) of a sealed bid of any other proposer, to any other person, firm or corporation in the same business doing business in this State, or known to the person disclosing the figures to be likely to submit an RFQ for the same project before the bids are opened, in connection with the above named RFQ; and that all statements contained in said RFQ and in this affidavit are true and correct, and made with full knowledge that the City of Scottsdale relies upon the truth of the statements contained in said RFQ and in the statements contained in this affidavit in awarding the contracts for the Airfield Improvements at Scottsdale Airport Project No. APT2010.

I further warrant that no employee of our company, other person or selling agency has been employed to solicit or secure such Contract upon an agreement of understanding, for a commission, percentage, brokerage or contingent fee, except bonafide employees or bonafide established commercial or selling agencies maintained by \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Proposer officer)

\_\_\_\_\_  
(Printed or typed name of

Proposer)

SWORN TO BEFORE me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County of

Maricopa, State of Arizona, by \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:  
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